Clallam Transit System
830 W. Lauridsen Blvd.
Port Angeles, WA 98363
www.clallamtransit.com

(360) 452-1315
1-800-858-3747 WA
FAX (360) 452-1316
Passenger Assistance:
(360) 452-4511

PROCUREMENT SPECIALIST

RECRUITMENT ANNOUNCEMENT NO. PS-052017

POSITION OVERVIEW

Located in beautiful Port Angeles, Washington and under the general direction of the Finance Manager; the Procurement Specialist performs the procurement processes for all supplies, equipment, vehicles, services, and materials required by Clallam Transit System (CTS).

RECRUITMENT PERIOD

Open May 25, 2017 until filled with a first review of the applicant pool on June 8, 2017.

REQUIRED QUALIFICATIONS – Applicants must meet the required qualifications and submit the required documents in order to be considered for this position.

Education and Experience

- A Bachelor's degree in business administration or closely related field. Experience demonstrating competency and knowledge may be substituted for up to two (2) years of the educational requirement.

AND

- Four (4) years of procurement experience.

Licensures/Certifications

- Valid Washington State Driver's License.

Knowledge of/Competencies

- Ability to meet all requirements to become a Certified Professional Public Buyer (CPPB) or a Certified Professional Procurement Officer (CPPO) within the first 24 months of employment.
- Generally accepted office procedures, methods, and equipment.
- Strong oral, written, and interpersonal communication skills.
- Plan and organize work to meet changing priorities and deadlines.
- Proficient in Microsoft Office Suite with experience in complex accounting systems.
- Establish and maintain effective working relationships with other departmental personnel as well as external contacts.
- Ability to understand and accept the position as professional in nature and to conduct behavior in an appropriate manner.
- Prepare and maintain records and reports.
- Maintain confidential information.
- Perform the duties in a timely, safe, and accurate manner.

DESIRED QUALIFICATIONS

- Public sector experience in procurement regulations and processes.
- Grant administration experience including research, writing and reporting.

COMPENSATION

As of January 1, 2017– Pay Grade 10: $48,723 – $65,527 annualized.

BENEFITS

CTS affords its eligible employees a very generous benefits package, including a substantial healthcare benefits package (administered through the Public Employees Benefits Board [PEBB]) consisting of:

- **100% employer-paid medical** premiums for employee, with coverage available for qualifying dependents through employee-paid premiums.
- **100% employer-paid dental** premiums for employee; with coverage available for qualifying dependents through employee-paid premiums.
- **Basic life** and **long-term disability insurances** with option to purchase additional coverages.

Plus these additional benefits:

- Enrollment in **Public Employee Retirement System** (PERS) with employer and employee contributions.
- **CTS Supplemental Post-Employment Healthcare Benefit Program.**
- Monthly employer **VEBA contributions** with additional contributions (up to $300/month) if medical coverage is waived.
- **General Leave** accruals.
- **10 paid holidays** plus **8 hours annual personal holiday** leave.
- **$200/$400 CTS Wellness Program** annual reimbursement for employee/family.
- **$75 sunglasses** expense annual reimbursement (after one year from hire date).
- Tax-free **CTS bus passes** for employee and qualifying dependents.
- Extensive **employee recognition program**.
- Optional enrollment in a **flexible health savings account** (Section 125) and **dependent care assistance** with pretax earnings.
- Optional enrollment in **employer-sponsored 457 deferred compensation plan** with pretax earnings.

APPLICATION PROCESS

Please visit our website at http://clallamtransit.com/About-Us/Employment-Opportunities to review the complete position description and to obtain the required application documents to be submitted for consideration. A complete application packet for this position will include the following and can be emailed to jobs@clallamtransit.com:

- *Cover letter*
- *CTS Employment Application – resume may not be substituted for a completed application.*
- *Resume (including valid email address)*

NOTE: Communications regarding your application status will be primarily through email so be sure to provide a valid email address and check your email often (including your spam folder). Upon review of your information, you will be contacted with a status update (via email). However, due to the large volume of applicants, please refrain from contacting CTS regarding your application status and understand that you will be contacted once information becomes available to share with you. Your patience is appreciated!

SELECTION PROCESS

After initial screening of applicants for the required qualifications, the selection process may include employment testing, in-person interviews, and a complete background check. Candidates will be contacted primarily through email of their progress throughout the selection process. Thank you for your interest!

Clallam Transit System is an Equal Opportunity Employer.

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POSITION DESCRIPTION FORM

POSITION INFORMATION				
Position Title	**PROCUREMENT SPECIALIST**			
Location/Base	Port Angeles, Washington			
Reports To Position	Finance Manager			
Action		Establishment	**Effective Date**	05/22/2017
	XX	Update/Revision		

EMPLOYMENT and PAY STATUS			
FLSA Exempt		**Covered By Labor Agreement**	
XX	Yes – not eligible for overtime compensation.		Yes – position is represented.
	No – overtime compensation eligible.	**XX**	No – position is non-represented and is at-will.
Pay Range: 10		**Annual Salary: $48,723 - $65,527**	

POSITION SUMMARY

Under the general direction of the Finance Manager, this position performs the procurement processes for all supplies, equipment, vehicles, services and materials required by Clallam Transit System (CTS).

ESSENTIAL FUNCTIONS

The following list of characteristic duties is not intended to serve as a comprehensive list of all duties performed by all employees in this classification; only a representative summary of the primary duties and responsibilities.

- Completes daily purchases.
- Prepares and distributes request for proposals (RFP), invitations to bid, and other solicitation documents related to the purchase of supplies, vehicles, equipment, and professional services.
- Develops bids, RFPs, and procurement boilerplate documents. Consults with department managers regarding technical specifications of bids. Responsible for timely placement of documents in approved media.
- Assist in the procurement of grants and the administration of grants.
- Assists staff in selecting the type of procurement and creating the evaluation criteria for the procurement.
- Serves as consultant to other departments in procurement of services and materials, including investigating markets, researching scope and specifications, contract development and administration.
- Schedules, coordinates, and facilitates meeting related to procurement. Conducts preproposal and prebid conferences and public bid openings. Assembles data and preliminary information for terms and price. Conducts prices analyses as required. Coordinates and facilitates the bid/proposal evaluation process.
- Develops and maintains a list of competitive sources for supplies and services while cultivating a strong, professional working relationship with all vendors.
- Maintains documentation to support CTS's good faith effort to include Disadvantaged Business Enterprise (DBE) participation in federal contracting opportunities.
- Facilitates training of staff in the implementation of purchasing policies and procedures.
- Contributes to the development of new policies, priorities and objectives that govern the work of

procurement.

- Maintains appropriate records and files to document procurement activities and purchases.
- Ensures the procurement process is in compliance with agency, local, state and federal regulations.
- Serves as back-up for reception duties including greeting visitors and responding to public inquiries regarding transit services; answering telephones, routing calls and delivering messages as needed.
- Assists with cash counting occasionally, ensuring proper internal controls are maintained.
- Prepares correspondence, reports and other CTS media using Microsoft Office Suite applications.
- Conducts duties professionally and with the highest ethical standards and exercises discretion of confidential information.
- Develops and maintains harmonious and cooperative working relationships with CTS personnel.
- Performs other duties as required.

REQUIRED QUALIFICATIONS

Education and Experience

- A Bachelor's degree in business administration or closely related field. Experience demonstrating competency and knowledge may be substituted for up to two (2) years of the educational requirement.

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PHYSICAL DEMANDS

- Work is performed in standard office setting.
- Spends approximately 80% of time sitting at a desk or table.
- 20% of time divided between walking and standing.
- Occasional lifting of up to fifty (50) pounds (paper supplies, coin boxes, etc.) may be necessary.
- Frequent keyboarding and telephone use.
- Able to converse and listen at ordinary sound levels.
- Incumbent must read a variety of materials including general mail, invoices, statements, identification, regulations and other printed or handwritten material.
- Must be flexible to bend or kneel down to lower file cabinet drawers or reach above head to lift items off shelves.

WORKING CONDITIONS

- Designated as at-will employment.
- Satisfactorily complete a six (6)-month review period.
- Must pass a background check.
- Not covered by the labor agreements by and between Clallam Transit System and Amalgamated Transit Union Local 587.
- Position is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

APPROVAL

Supervisor/Department Manager Melinda Smithson	Date 5/24/17
Human Resources Administrator Gina Monger	Date 05-24-2017
General Manager	Date